

**Firebelles
First Vice-President
Job Description**

Duties:

- ✓ Secure and confirm programs of interest for the Firebelles luncheons. Programs should be confirmed by mid-August.
- ✓ Attend all Board Meetings and keep Board members current as to status of programs/presentations.
- ✓ Conduct meetings in the absence of the President.
- ✓ Co-sign checks when required.
- ✓ Responsible for requesting appropriate audio/visual equipment for programs when required. We have both a wired and wireless(two) mics in the Clubhouse. Our overhead projector has input provisions for standard audio/video and HDMI. Standard PC laptop always has this capability.
- ✓ Request "Speaker fee" check from treasurer or purchase appropriate gift one to two weeks prior to luncheon. Present bill for gift to treasurer for re-imbusement. Budgets for "Speaker fees" and gifts vary with each year.
- ✓ Write a thank you note to the Speaker with "Speaker fee" enclosed, or just a thank you note to go with a gift if more appropriate. You may present at the time of luncheon or send after the program.
- ✓ Welcome and introduce Speaker at the Firebelles luncheon.
- ✓ Publicity people need information about up-coming programs at least one and a half months prior to the monthly meeting. It is helpful to provide the yearly luncheon program calendar to all the Board at the August meeting as it is useful in allowing all the committee members to plan ahead for table arrangements, publicity posters, newspaper articles, etc.
- ✓ Purchase a present as a thank you gift for the outgoing president.
- ✓ Purchase bouquets for the installation of new officers at the June meeting.
- ✓ Keep a notebook and calendar of events, as well as future ideas for programs to pass on to the next Vice-President.